

Heartfelt New Job Announcement Letter

Subject: Celebrating [Employee Name]'s New Role

Dear All,

It gives us great joy to announce that [Employee Name] has been promoted to [New Position] as of [Date]. Their commitment, hard work, and positive attitude have inspired us all, and this promotion is well-deserved.

Let's celebrate this achievement and continue to support [Employee Name] in their new responsibilities.

Warm regards,

[Your Name]

[Position]

[Company Name]

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